

"A GADGET"



**CITY OF GALLUP
EVENT · PARADE · PARKS · FILM
COURT HOUSE SQUARE
PERMIT CHECK LIST**

Office of the City Clerk
P.O. Box 1270
Gallup, New Mexico 87305
(505) 863-1254

Profit _____ Non-Profit ☒ Permit Number _____
Applicant(s) City of Gallup/Veterans helping Veterans/ Brothers in Arms
Mailing & E-Mail Address DP CUELLAR@hotmail.com bowelche@gmail.com
Home/Office/Cell Phone # cell #505-879-3333 505-870-2415
Type of Event Parade Veterans Date[s] 5-29/11-11 Time[s] SEE ATTACHED Scope
Location(s) Hillcrest-Downtown Courthouse Square
Parade Route Standard Parade Route (SEE ATTACHED MAP)

NOTE* Obtain signatures in order shown, attach a written scope of event and provide a Certificate of Insurance for requested event. All street closures are City Council approved, 30 days in advance.

1. CITY POLICE DEPARTMENT: Chief ERIC TOROLENA or Designee 863-9365

Please see
ATTACHED
Scope

Assigned Officer(s) Supervisors, 5-6 Patrol officers, (2) PSO's → N/A
Police Department Fees _____ N/A
Special Equipment/Conditions _____ N/A
Security Plan Review _____ N/A

Approved: ☒ Disapproved _____

Field Services Signature: [Signature] Date 05/14/23

ACTING

2. CITY FIRE DEPARTMENT: Chief JOHN PAIRETT or Designee 722-4195

Please see
ATTACHED
Scope

Assigned Firefighter/EMT(s) Flam and aerial if available N/A
Special Equipment/Conditions units for parade if call volume N/A
Fire Department Fees allow N/A
Site Review _____ N/A

Approved: ☒ Disapproved _____

Fire Department Signature: [Signature] Date 5-12-23

3. CITY COORDINATION: Ben Welch, Community Services Coordinator 863-1275

Single contact coordinates City of Gallup logistics and/or department requirements; Public Works, Gallup Joint Utilities, Parks, & Recreation. **NOTICE:** City of Gallup will not provide security, PA/Sound equipment, tables, chairs, tent(s), canopies, concessionaires, bleachers, coolers, stages, port-a-potties, heavy equipment, wash basins, generators, extension cords, office equipment, printing, BBQ grills, crock-

pots, food warmers, water/soft drinks, food, volunteers, give-a-way prizes, gift certificates, money/cash etc., etc., and importantly, not limited to the above-mentioned list. **All Street Closures to be approved prior to event. Requests will be heard at regularly scheduled City Council meeting 30 days in advance.**

Please see
Attached
Scope

Below for Event Coordinator use only (based from written scope of event)
Public Works Sweep Area/Parking Lot/Parade N/A
GJU Enlarge Distributors N/A
Parks/Recreation Parade & see attached Scope N/A
Logistics Parade Route & Courthouse Square N/A
Additional City staff see attached Scope N/A
Special Interest Amateur Veterans & Commercial Day Events N/A
Special Equipment/Conditions see attached Scope N/A
Street Closures Re Quest Heard Tuesday May 23rd 2023 N/A

10:55 am
B



City of
Gallup
Sponsored

Provide Certificate of Insurance for all events. Any amusement ride; including but not limited to, bouncers, jumpers, wooly riding, trains, climbing walls, mechanical bulls, etc., require an additional Certificate of Insurance prior to the event. All food vendors must have approved Certificates from EID to serve food at events.

Approved: [Signature] Disapproved: _____

Gen. Services Dept. Signature: [Signature] Date 05.13.2023

4. CITY CLERK'S OFFICE: Alfred Abeita II, City Clerk or Designee 863-1254

Liquor/Alcohol requires "Special Dispenser License" application. Application coordinates with City Manager's office for any requirements and CM signature {no exceptions}. **Signed application must be returned to City Clerks Office.**

Department Fees Received Police Department _____
Fire Department _____
Other City Departments _____
Alcohol Permit _____

Loud Speaker Permit: Issued _____ N/A _____
Application Complete _____ Incomplete _____
Date/Time Issued For _____ Void After _____

City Clerk Signature: _____ Date _____

NOTICE: NO FIRE ARMS ALLOWED. Inappropriate behavior and/or abuse of "any" City staff or any violations of the City of Gallup Municipal Codes: Unnecessary Noises {Section 5-1-24A thru 5-1-24C} and/or Disorderly Conduct {Section 5-1-10A thru 5-1-10H} shall result in termination/cancellation {before and/or during} events. The "Applicant" understands the City of Gallup reserves the right to cancel or terminate events if required for the Public Health, Safety, and Welfare of City residents. Damages to City property during events is the "Applicant's" responsibility to repair and/or replace at no cost to the City. Copies of applications returned to appropriate departments.

2023 Memorial/Veterans Day Scope of Event, In-Kind Services Requests

City of Gallup Sponsored, Coordinated by Veterans Helping Veterans/Brothers in Arms

- **Veterans:** Placing Wreaths @ Hillcrest Cemetery 10:00 AM
- **Parks:** Flags @ Hillcrest Cemetery/Assist W/Parades {both}
- **Parade Line-up:** 10:30 AM Gurley Collision Center
- **Parades:** Starts at 11:00 AM {See Attached Parade Map}
- **Annual:** Memorial/Veteran's Day Events Gallup Downtown Courthouse Square; "both" Start at 11:30 AM.
- **Event Program:** provided by COPE/Serenity & Co., to include Memorials, Speakers, Announcements Etc., Etc.
- **City of Gallup Streets Department:** Road Closures for "Both" Parades, Sweep Aztec and Lower Parking Lot
- **City of Gallup Police Department:** Assist with Road Closures for "both" Parades, Routine Patrols
- **City of Gallup Fire Department:** Tower Two/American Flag Lower Parking Lot {if available} Partake in "both" Parades.
- **Additional Law Enforcement:** Please Join the Parade/Event
- **Parks:** Twenty Chairs, Podium, Bunting, P/A & Mic, Public Bathrooms, Bleachers facing stage @ "both" events/assist with "both" parades, loan two [2] Golf Carts to VHV/BnA.
- **Solid Waste Department:** Assist w/Road Closures "both" Parades.
- **Knifewing Productions:** Patriotic Music @ "both" Ceremonies.
- **Vendors:** Will be present
- **Conclusion:** "both" events @ 12:30ish
 - Thank you everyone for your continued support

